



Departmental Quarterly Performance Report

Department Name: Library

**Reporting Period:
Fiscal Year 02/03
3rd Quarter**

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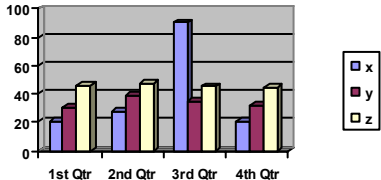
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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p><i>Describe initiative and provide status update</i> <i>Insert associated performance measures, if applicable, e.g.</i></p> 	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Completed roof replacement at Allapattah Branch. Completed HVAC replacement at North Shore, Coral Gables, and Lemon City. Completed parking light replacement at North Dade Regional. Completed sound proofing wall separating the Children's Room at Model City Branch. Completed TECO light fixture retrofit at Coral Reef, Kendall, Miami Lakes/Palm Springs North, South Dade Regional, and West Dade Regional</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input checked="" type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p> <p>RC1-1</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>In May, the Library opened a new branch in the South Dade community of Naranja. A ribbon cutting ceremony was held on May 1st, attended by Mayor Penelas and Commissioners Katy Sorenson and Dennis Moss. The 3200 sq. ft. library has a large concentration of homework materials, a reference collection, and fiction and nonfiction selections spanning from classics to bestsellers.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p> <p>RC1-6</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>In May, the Library also opened the Tamiami Branch located at 13250 S.W. 8th Street. Commissioners Joe Martinez and Jose "Pepe" Diaz attended the ribbon cutting ceremony on May 29th. The 1900 sq. ft. facility has a collection for all age groups to serve the needs of the residents of West Dade.</p>	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p> <p>RC1-6</p>

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<p>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</p> <p>Four new members were added to the Friends of the Library Board. They are Margarita Cano, Steven Elliot, Noelle Galperin, and Pat Tellis.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities <u> </u> Customer Service <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p> <p>RC2-1</p>
<p>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</p> <p>The operating agreement between the Library Foundation and the County was officially approved and processed. At the May 31, 2003 Foundation Board Meeting, it was decided to increase the number of board members by four.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities <u> </u> Customer Service <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p> <p>RC2-1</p>
<p>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</p> <p>In conjunction with the Library Director's award as National Librarian of the Year, a reception was held on May 10, 2003, at which library partners were honored for their help in enabling the Library to do the quality work that it does.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities <u> </u> Customer Service <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p> <p>RC2-1</p>
<p>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</p> <p>Library Director Raymond Santiago and his Executive Assistant Lainey Brooks, along with Board Members Jeff Donnelly and Maria Velez, traveled to Washington, DC to meet with members of the Dade Delegation during Library Legislative Days on May 13 and 14, 2003.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities <u> </u> Customer Service <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p> <p>RC2-1</p>
<p>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</p>	

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<p>109 training sessions for staff have been conducted on a variety of topics this quarter.</p> <p>158 training sessions for the public have been conducted, including some in Spanish, on a variety of topics this quarter.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities * <u> </u> Customer Service * <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe) RC1-3, RC1-4</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The Library Department has added the following online databases, which will be extremely useful for students.</p> <p>Grolier Online Deluxe — Encyclopedia Americana, Grolier Multimedia Encyclopedia, and the New Book of Knowledge Reading Level: 3 – 12+ Grolier Online Deluxe is a combination of three databases that meet the needs of researchers in three distinct levels. The New Book of Knowledge is created for researchers reading at a 3rd grade and up reading level. Grolier Multimedia Encyclopedia is intended for reading levels 5th grade and above. Encyclopedia Americana is intended for researchers between the 8th grade and college.</p> <p>America The Beautiful Reading Level: 3 – 12 A comprehensive and easy to navigate database of the United States which includes state information, U.S. topics, American profiles, and information on Native Americans.</p> <p>Product: Lands and Peoples Online Reading Level: 5 – 12 A colorful and interactive encyclopedia of countries, cultures, and current events, that provides patrons with state-of-the-art information on the world.</p> <p>The New Book of Popular Science Reading Level: 5-12 Database containing 400 articles on science, medicine and math with an emphasis on careers in Science, updated bibliographies, science biographies, and current events.</p>	<p>* <u> </u> Strategic Plan * <u> </u> Business Plan <u> </u> Budgeted Priorities * <u> </u> Customer Service <u> </u> Workforce Dev. <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe) RC1-3</p>
<p>County Mgr. Priority (Circle One): <i>People</i> <i>Service</i> <i>Technology</i> Fiscal Responsibility</p> <p>The Library is continuing to monitor existing efficiency projects.</p>	<p><u> </u> Strategic Plan <u> </u> Business Plan <u> </u> Budgeted Priorities <u> </u> Customer Service <u> </u> Workforce Dev. * <u> </u> ECC Project <u> </u> Audit Response <u> </u> Other _____ (Describe)</p>

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<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Sponsorships and Grants received this Quarter:</p> <ul style="list-style-type: none">• Tourist Development Grant for The Art of Story Telling - \$2,250.• Bank of America for the Art of Storytelling - \$2,500• Park Programming, Improvements and Library Information Access Services Grant in support of the Summer Reading Program - \$7,750.• Citicorp in support of the Summer Reading Program - \$5,000.• International Cultural Exchange grant from the Miami-Dade County Department of Cultural Affairs for a professional and cultural exchange with the Dublin City Library and Irish Storytellers - \$22,500.• SIRS, Inc. for the 2004 Ben Guildford II Memorial Scholarship - \$1,000	<p>* <u> </u> <i>Strategic Plan</i> * <u> </u> <i>Business Plan</i> <u> </u> <i>Budgeted Priorities</i> * <u> </u> <i>Customer Service</i> <u> </u> <i>Workforce Dev.</i> <u> </u> <i>ECC Project</i> <u> </u> <i>Audit Response</i> <u> </u> <i>Other</i> _____ <i>(Describe)</i></p> <p>RC2-1</p>
<p>County Mgr. Priority (Circle One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The programs for this quarter included a month long National Library observation in April with community leaders reading to children at libraries throughout the system. The Art of Storytelling, an international event, included two days of workshops followed by a marathon Family Festival Day. Storytellers from Ghana, Austria and Brazil, the Bahamas, Haiti, Jamaica joined national and community presenters to share their traditional tales, music and dance.</p> <p>In April the exhibition, <i>Dresden, Treasures of the Saxon State and University Library</i>, was installed at the Main Library with a reception that included such dignitaries as Nobel Laureate Dr. Günter Blobel. Another book-related exhibition <i>Speak! Children's Book Illustrators Brag about their Dogs</i> was installed in May at the Main Library.</p> <p>During this quarter we also presented special programs for National Poetry Month (April), Haitian Heritage Month and Asian Pacific American Heritage Month (May), and National Gay Pride Month (June). Volunteers were guests at a special awards luncheon in May.</p>	<p>* <u> </u> <i>Strategic Plan</i> * <u> </u> <i>Business Plan</i> <u> </u> <i>Budgeted Priorities</i> * <u> </u> <i>Customer Service</i> <u> </u> <i>Workforce Dev.</i> <u> </u> <i>ECC Project</i> <u> </u> <i>Audit Response</i> <u> </u> <i>Other</i> _____ <i>(Describe)</i></p> <p>RC1-3</p>

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

(as of 6/30/03)

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	441	511	437	74	441	70	459	52		

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies Branch Manager (permanent), North Shore Branch

C. Turnover Issues

D. Skill/Hiring Issues Probationary periods for new staff hired after July, 2003 have been extended to one year from six months for paraprofessionals, clericals and other positions designated

E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)

F. Other Issues No significant DROP Program retirees are anticipated until FY2004

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Financial Summary

(All Dollars in Thousands)

	PRIOR YEAR	Total Annual Budget	Quarter (3)				Year-to- date		
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget	
	Actual								
Revenues									
Ad Valorem	40,685	47,996	11,999	4,284	35,997	46,226	10,229	96%	
State Aid/ Federal Grants	3,237	2,200	550	1,469	1,650	2,937	1,287	134%	
Book Trust	771	-	-	-	-	-	-	0%	
Carry Over	2,595	1,439	360		1,079	2,021	942	140%	
Carryover Capital		5,167	1,292		3,875	7,258	3,383	140%	
Other	1,736	1,715	429	445	1,286	982	(304)	57%	
Total	49,024	58,517	14,629	6,198	43,888	59,424			
Expense*									
Personnel	23,402	25,159	6,290	5,972	18,869	18,055	(814)	72%	
Operating	15,392	16,082	4,021	5,048	12,062	11,812	(250)	73%	
Capital	901	17,276	4,319	240	12,957	932	(12,025)	5%	
Total	39,695	58,517	14,629	11,260	43,888	30,799			
Note: (inkind salaries)	141								
Transfer Out (BT rpted as other op.)	771								

*Expenditure may be reported in by activity as contained in your budget or may be reported by category (Personnel, Operating, Capital)

Equity in Pooled cash (for proprietary funds only)

Equity in Pooled cash (for proprietary funds only)									
Fund/ Subfund	Prior Year	Projected at Year-end as of							
		Quarter 1	Quarter 2	Quarter 3	Quarter 4				
Library Operations 091	3,686	25,210	26,674	20,812					
Library Non-Govt contribution 092	33	33	34	34					
Library Grants 093	-	-	1,468	2,937					
Library Capital Fund 094	7,258	6,986	6,619	5,559					
Library Book Trust 099	859	1	2	2					
Total	11,836	32,230	34,797	29,344	-				

1 - The majority of ad Valorem proceeds are collected in the first quarter				
2 - Revenue receipts are not evenly realized throughout the fiscal year (State Aid, Reimbursement e rate)-In kind revenue (141,423) not reported				
3 - Transfers from the Book Trust Fund occur during the fourth quarter of the fiscal year				
4 & 6 - Carryover considered collected in the first quarter of FY				
5 - Other operating expenditures occur unevenly throughout the fiscal year (Charges for GSA Rent and G& A Reimb...).				
6- Includes reserves for the new libraries (per capital plan)				

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Raymond Santiago

7/25/03

Raymond Santiago

Date

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Director of Libraries